

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

July 23 - City Council Meeting Agendas

Looking Ahead

Tuesday, July 16: Economic Development Authority, Community Development Committee, Planning Commission meetings

Thursday, July 18: Tourism Board meeting, Old Town Family Movie

Friday, July 19: Old Town Friday Night Live event

Saturday, July 20: Old Town Farmers Market

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Communications and Parks & Recreation staff represented the City and provided government services information at the Winchester-Fredrick County Convention and Visitors Bureau's inaugural Newcomers Welcome Event. Next event is expected to be held in October. Details coming soon.

City Manager's Takeaways

Along with Chief of Police, met with representatives of the SPCA to discuss potential revisions to the MOU between the City. The revised MOU will presented for Council consideration during the July 23 Work Session.



Public Safety

Winchester Police

- Launched a new Combat the Cat video to remind residents to lock their vehicle doors. [Watch](#)
- Continued National Night Out planning.
- Attended the Motorola quarterly meeting, regarding the City's public safety communications radio system.
- Secured the Old Town Rockin' Independence Eve event and the Liberty 5K race.
- Attended VCIN training and taser instructor school.
- Arranged Spanish speaking tests for three officers.
- Finalized three new officer recruits to start next week.
- Crime stats:
 - Crimes against persons (felony) - 3
 - Crimes against persons (misdemeanor) - 3
 - Burglaries (residential) - 0
 - Burglaries (commercial) - 0
 - Property crimes - 3

Police Activity	#
Calls for Service	1,079
Crash Reports	2
DUI/DWI	2
Alarms/False Alarms	50/50
Directed Patrols	68
Directed Patrols (OTW)	11
Extra Patrols	165
Extra Patrols (OTW)	2
Traffic Citations	91
Traffic Warnings	102
Special Events	0/0
Permits Received/Approved	50 rec'd YTD

Winchester Fire and Rescue

- Performed multiple shift trainings in the buildings owned by the EDA on the corner of Piccadilly and Kent Streets. This training opportunity has allowed firefighters to hone their skills in a very realistic situation.
- Completed interviews for two open firefighter positions - 12 applicants were interviewed.
- Successfully completed release scenarios with a new paramedic who was part of the paramedic program held last fall. Paramedic is now officially released to provide advanced life support care.
- Met with volunteer station leadership.
- Work continues on Burn Building construction.
- Preparing department staff for the 2020 in-house paramedic program.
- Department members traveled to Wisconsin for the final inspection of the new City-owned ladder truck.
- Completed annual aerial certification testing on Truck 2.
- Worked July 3-4 for fireworks enforcement to minimize impact on Police.
- Uploaded the [weekly incident report](#) to the Fire & Rescue web page.

Fire Activity	Fire Activity
Fire	3
Overpressure	0
EMS/Rescue	98
Hazardous Cond.	0
Service Call	4
Mutual Aid Given	0
Good Intent	7
False Alarms	12
Special Incident	10
Plan Review	1
Inspections	6
Reinspections	3

Emergency Management

- Attended the bi-monthly Local Emergency Planning Committee meeting.
- Held a site visit to Shenandoah Valley Electric Cooperative in Harrisonburg to understand their emergency preparedness capabilities.
- Contracted generator service for Jefferson Street radio tower site.
- Coordinated Winchester schools software upgrades in base station radios with Motorola.
- Continued the radio firmware upgrades for public works, police department, and utilities.

Development Services

Economic Redevelopment

- Met with regional partners to prepare for the launch of the regional talent attraction study.
- Spoke at the Chamber of Commerce policy committee meeting to discuss city projects and efforts.
- Conducted two business retention/expansion meetings with Winchester businesses.
- Attended the Old Town Business Association monthly meeting.

Winchester/Frederick County Tourism

- New graphic design intern started work this week. She will be working two days a week assisting with various promotional projects.
- Held meetings and phone calls with several media outlets regarding fall advertising placements.
- Began the process of quoting out companies to redesign our City/County tear-off maps for visitors. These are used heavily at the Visitor Center but are also used by many local hotels and attractions.
- Attended the OTAC monthly Tourism Taskforce meeting. Discussions focused on the HOG Rally recap, the Civil War marker in Old Town, data collection, and future collaborative efforts.
- Prepared and executed the first Newcomer's Welcome Event at the Visitor Center evening. Nine local partners attended to provide area information and food and over 40 local residents attended. The goal is to host this event quarterly.
- Held a meeting with the SU E-Sports department to discuss partnering with them and assisting in drawing tournaments to the area.

Community Arts and Vitality

- Responded to 3 new Farmers Market vendor inquiries and discussed market art exhibit/vendor possibilities with Shenandoah Arts Council.
- Held monthly OTAC Organization Committee meeting and monthly Commission meeting.
- Oversaw installation of the July-August Old Town Welcome Center Art Exhibit.
- Assisted 16 tourists and 15 locals at the Welcome Center.

Planning

- Started preparing staff presentation for the four Comprehensive Plan public input sessions to be held July 25, July 29, July 31, and August 6. Sessions will be held at the four City elementary schools. Together with assistance from Communications Department, created poster advertising input sessions and distributed to public venues (libraries, coffee houses, War Memorial Bldg, SU Student Union, etc.)
- Appeared as a guest on the City's Rouss Review podcast. Topic focused on the upcoming Comprehensive Plan update to be released Thursday.
- Staffed the July 11 Board of Architectural Review (BAR) meeting agenda.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Zoning and Inspections

- Completed:
 - 105 building permit inspections and issued 26 building/trades permits (\$1,026,631 valuation)
 - Notable permits:
 - ✦ 1850 Apple Blossom Dr - Shell/Façade work (\$530,884 valuation)
 - ✦ 1850 Apple Blossom Dr - Bath & Body Works remodel (\$326,000 valuation)
 - 124 code enforcement inspections and initiated 23 new cases
 - 4 new business reviews (3 Certificates of Business, 1 Certificate of Home Business)
- Removed 20 signs from the public right of way.
- Held Local Board of Building and Fire Code Appeals meeting. No cases for appeal were submitted. Meeting covered organizational and administrative topics.
- Canceled July Board of Zoning Appeals meeting due to no cases being submitted.

Permit #	Type	Address	Description	Value
19 00002273	MECH	37 45 E BOSCAWEN ST	REPLACE HVAC	\$8,000.00
19 00002311	PLBG	2930 PACKER ST	EXPANSION TANK	\$200.00
19 00001229	NRRM	1850 APPLE BLOSSOM DR	DARK SHELL & FACADE WORK	\$539,884.00
19 00002184	BLDG	822 BUCKNER DR	INTERIOR REMODEL	\$30,000.00
18 00001244	NRRM	1850 APPLE BLOSSOM DR	TENANT REMODEL	\$326,000.00
19 00002320	PLBG	3217 PAPERMILL RD	REPLACING SEWER PUMP	\$600.00
19 00002237	BLDG	928 N BRADDOCK ST	FIRE RESTORATION/ DEMO	\$1,800.00
19 00002238	MECH	27 N LOUDOUN ST	NEW RANGE HOOD	\$400.00
19 00002196	TTS	1700 AMHERST ST	1 TENT	\$1,000.00

Permit #	Type	Address	Description	Value
19 00002197	LGAS	1700 AMHERST ST	FRYER & GRILL FOR GREEK FESTIVAL	\$100.00
19 00002318	NRRM	21 25 S KENT ST	REMOVE PARTITIONS IN BASEMENT	\$5,500.00
19 00002319	TTS	2504 MIDDLE RD	1 40X40 TENT	\$50,000.00
19 00002322	PLBG	118 HAWTHORNE DR	EXPANSION TANK	\$200.00
19 00002334	NGAS	917 MEADOW CT	REPLACE WATER HTR/EXPANSION TA	\$200.00
19 00002333	NGAS	529 N BRADDOCK ST	REPLACE FIXTURES AND NEW DUCT	\$250.00
19 00002334	PLBG	917 MEADOW CT	REPLACE WATER HTR/EXPANSION TA	\$3,100.00
19 00002335	MECH	690 BEEHIVE WAY	REPLACE A/C	\$5,487.00
19 00002184	PLBG	822 BUCKNER DR	REPLACE FIXTURES	\$5,000.00
19 00002333	MECH	529 N BRADDOCK ST	REPLACE FIXTURES AND NEW DUCT	\$9,800.00
19 00002323	PLBG	400 LANNY DR	EXPANSION TANK	\$200.00
19 10000014	PSPS	41 S LOUDOUN ST	PORTABLE SIGN	\$10.00
19 00002293	MECH	1106 VALLEY AVE	NEW HEAT PUMP & HEATER FOR APT	\$5,000.00
19 00001479	MECH	650 S108 CEDAR CREEK GR	NEW A/C & FURNACE	\$14,400.00
19 00002338	PLBG	716 S WASHINGTON ST	REPLACEMENT FIXTURES	\$12,500.00
19 00000633	FIRE	100 N LOUDOUN ST	ADD TO ALARM ADDRESSABLE SYS	\$2,000.00
19 00002290	MECH	1106 VALLEY AVE	NEW HEAT PUMP FOR APT 1	\$5,000.00
19 00002273	MECH	37 45 E BOSCAWEN ST	REPLACE HVAC	\$8,000.00
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Total: 26				\$1,026,631

Public Services

- Advertised the central downtown infrastructure improvements project for construction bids (due on August 10). This project will consist of replacing water and sewer lines, new sidewalks, and street repaving on several streets in the central part of the City.
- Met with the adult care center on N. Cameron to discuss the upcoming first phase of the N. Cameron drainage improvements project.
- Held progress meetings with contractors on four active constructions projects: Northeast sidewalk replacements, water meter/sidewalk replacements, raw water pump station generator replacement, and replacement of the water storage tank on Strothers Lane.
- Made final preparations to take paper/cardboard recycling to the new vendor in Maryland and plastics/cans recycling to the new vendor in Manassas starting next week following action taken by City Council at the July 9 regular meeting.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	5,548
Water service lines replaced (number)	5	364
Water meters replaced (number)	61	1,129
Sanitary sewer mains replaced/lined (linear feet)	0	4,728
Sanitary sewer laterals replaced (number)	1	96
Sanitary manholes replaced (number)	2	27
Sidewalks replaced (linear feet)	875	18,183
Sidewalks repaired (linear feet)	6,398	48,314

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	3.91	Lane miles
	Potholes repaired	4	141	#
	Mowing	9.11	216.70	Acres
	Miles of streets swept	41.80	1,407.10	Miles
	Tons of leaves hauled	0	32.80	Tons

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Trees	Dead/diseased trees removed	8	104	#
	Trees trimmed	4	316	#
	Stumps removed	0	137	#
Traffic	Street signs Installed/replaced	6	237	#
	Pavement markings repainted (City)	0	3,331.50	Linear feet
	Pavement markings repainted (contractor)	0	19,278	Linear feet
Refuse & Recycling	Refuse collected	97.55	3,368.73	Tons
	Recycling collected	32.44	1,365.25	Tons
	Large item pickups	3	117	#
Transit	Total passengers	5,281	69,206	#
	Revenue miles pick up/drop off	7,164	99,720	Miles
	Revenue hours pick up/drop off	671.62	9,103.22	Hours
Utility billing	Payments processed	1,910	39,367	#
	New bills mailed out	0	37,320	#
	Water services turned off (non-payment)	0	282	#
Water treatment plant	Average daily water demand	6.36	6.12	Million gallons/day
	Peak daily water demand	6.94	7.52	Million gallons/day
Wastewater treatment plant	Average daily flow treated	6.99	9.35	Million gallons/day
	Peak daily flow treated	8.43	20.04	Million gallons/day
Water distribution and wastewater collection	Water main breaks repaired	0	8	#
	Water meters read	3,679	42,384	#
	Fire hydrants flushed	40	785	#
	Sewer mains cleaned	0	82,301	Linear feet
	After-hours call outs	4	151	#
Engineering	Site plans reviewed	0	49	#
	Floodplain permits issued	3	62	#
	Utility as-builts reviewed	0	5	#
	Right-of-way permits issued	2	107	#
	Land disturbance permits issued	1	7	#
	Stormwater facility inspections	0	111	#
	Erosion and sediment control inspections	48	1,363	#
	Erosion and sediment notices to comply	2	20	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Facilities Maintenance	Work requests completed	14	537	#
	Special events assistance	1	25	#
	Maintenance of pedestrian mall	33	907	Staff hours
Equipment maintenance	Total repairs completed	76	2,477	#
Winchester Parking Authority	Work requests completed	6	198	#
	Special events - assistance provided	1	14	#
	Vandalism or property damage issues	0	12	#
	New monthly rentals	5	143	#
	Monthly rental cancellations	2	71	#
	Hourly parkers (all four garages)	2,513	76,138	#
	Park-Mobile transactions	702	17,992	#
	Meter violations	254	5,182	

Social Services

- Received 85 Benefit Program applications: 23 SNAP, 32 Medicaid, 7 TANF, 0 VIEW, 5 Child Care, 2 Auxiliary Grant, 1 General Relief-Burial, 17 Home Energy Assistance Program
- Provided case management to:
 - 3,558 Medicaid cases
 - 1,554 SNAP cases
 - 61 TANF cases
 - 20 Auxiliary Grant cases
 - 42 individuals receive VIEW services
 - 51 families/106 children receive Child Care Subsidy Assistance (77 families/124 children are currently on the waiting list for child care assistance).
- Provided case management to 1 Interstate Compact on the Placement of Children (ICPC) case.

Weekly Activity	#
Clients walk-ins/drop-offs	136/101
Child Protective Service referrals	6
Placed "on notice" for foster care entry by JDRC	3
Children in foster care	44
Entered/exited foster care	1/2

Weekly Activity	#
Adoption subsidy cases/adoptions finalized	56/2
Child Protective Service (CPS) case management load	46
Benefit program fraud & overpayment referrals/investigations/recoupment claims	0/5/22
CPS family assessments & investigations of alleged maltreatment	89
Family Service intakes	10
Adult Protective Service referrals	0
Adult services case management load	7
Adult guardianships/cases	2/71
Adult Protective Service investigations/intakes	27/6
Family Services Prevention case management load	8
Uniform Assessment Instrument screenings	4

Support Services

Innovation & Information Services

- Continued training staff on ServiceDesk Plus software.
- Began rollout of HTML5 to selected users for further testing.
- Reviewed new personal property bill layout requested by the Commissioner of the Revenue and Treasurer.
- Continued working on Open Data non-financial reporting for new online portal.
- Planning enterprise security awareness campaigns.
- Updated GIS data for Emergency Communications Center.
- Completed Winchester City Schools bus stop GIS data update.
- Updated several GIS maps.

Help Desk Requests	Count	Closed
Account Management	19	13
Applications	13	27
GIS	6	7
Hardware	15	16
Information Only	0	0
Infrastructure	1	2
No Action Required	1	3
Not Assigned	17	0
Procurement/Disposal	0	0
Reporting	0	0
Research	-	-
Total	72	68

Parks & Recreation

- Accepted applications for Lifeguard, Seasonal Maintenance Technician, and Aquatics Specialist.
- Hosted Tennis Camp at the Lowry Tennis Courts.
- Began working on the Fall 2019 Activity Guide.
- Continued work on the Potts Play Courts and Lowry Tennis Courts resurfacing project.
- Continued work on the new Maintenance facility.
- Hosted week 6 of Summer Camp.

Communications

- Distributed CitE-News on July 12, 2019. [Read](#)
- Handled 4 media requests for City information and staff interviews; 4 requests for WPD.
- Handled or began processing 3 FOIA requests.
- Promoted upcoming 275th anniversary events.
- Represented the City and provided information on government services to new Winchester residents at the inaugural Winchester-Frederick County Convention and Visitors Bureau Newcomer Welcome Event.
- Designed a public safety brochure for the Newcomers Welcome and Information Session at the Visitor's Center.
- Designed a poster for the Comprehensive Plan Update Public Input Sessions.
- Began editing the *Hog Wild in Winchester* video.
- Recorded, edited, and released the 13th episode of the Rouss Review podcast that covers the Comprehensive Plan update. [Listen](#)
- Worked with the Police Department to shoot and edit a new Combat the Cat video to remind residents to lock their vehicle doors to prevent theft. [Watch](#)
- Attended Police Chief Piper's taping of the *Issues and Insiders* show at WDVM. This segment focused on the new panhandling ordinance.
- Uploaded the [FY2020 Budget document](#) to the website. Began designing the FY20 Budget in Brief document.
- Met with Refuse and Recycling Coordinator to develop promotional campaign for new recycling program.
- Met with Planning and Zoning staff to review the department's public records to develop a records management program.

Date	City of Winchester News Releases
7/11	Restructured Development Services Department takes shape - Read
Date	Articles in <i>The Winchester Star</i>
7/6	Photo: Merry men and women make ready (Taylor Pavilion)
	Students survey city residents for SU leadership camp

Date	Articles in <i>The Winchester Star</i>
7/8	Commentary Open Forum: Pride celebration
	Your Views: Baseball and community appreciation
7/9	Attorneys dispute civil trial in Minifield death
	Pate will remain chairwoman
	Survey responses offer vision for city's future
	Photo: Tennis courts get some love
	Stephens City's recycling program safe for another year under contract signed in 2017
	Photo: Making a face for the Fourth of July
7/10	Commentary Open Forum: Do all lives matter? Mom wants to know
	4 arrested in Winchester knife fight
	Airport gets \$420,000 for taxiway improvements
	Newcomers invited to an informational event
7/11	City decides to cover higher recycling costs
	City again considers closing section of Boscawen to traffic
7/12	Your Views: Closing section of Boscawen Street 'unwise'
	No one injured in residential garage fire